

# Retention and Classification Report

**Agency:** Attorney General's Office. Civil Department. Tax and Financial  
Services Division (69)  
Heber M. Wells Bldg., 5th Floor  
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**Records Officer** Diane Stevens

00290	Case files
04151	Financial Institutions case files
09982	Insurance Department case files
04166	Tax Commission case files

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 290

3

**TITLE:** Case files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by case name or designation.

**DESCRIPTION:**

These files document cases litigated by the Tax and Business Regulation Division of the Attorney General's Office. Information includes correspondence, assigned attorney, attorney work product, and affidavits.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy provided appellate process has been completed.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services  
Division

**SERIES:** 290

**TITLE:** Case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 4151

3

**TITLE:** Financial Institutions case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Department of Financial Institutions. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Department of Financial Institutions. Information includes pleadings, correspondence, attorney's research and notes, court orders, and affidavits.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 4151

**TITLE:** Financial Institutions case files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected. Attorney's research and notes

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 9982

3

**TITLE:** Insurance Department case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 21.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Insurance Department. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3-5 thru 67-5-5 (1991)). These files provide the Attorney General's office with documentation essential for representing the Insurance Department. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 9982

**TITLE:** Insurance Department case files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled.      Personality inventory

Protected.      Attorney's research and notes

**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 4166

3

**TITLE:** Tax Commission case files

**DATES:** 1903-

**ARRANGEMENT:** Alphabetical by case name

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document the legal cases for the Utah State Tax Commission. The Attorney General's office is responsible for representing state agencies in legal actions brought against them, (UCA 67-5-3 thru 67-5-5 (1991)). These files provide the Attorney General's office with the documentation essential for representing the Tax Commission. Information includes pleadings, correspondence, attorney's research and notes, court orders, complaints, and affidavits.

**RETENTION:**

Retain 10 years after case closes.

**DISPOSITION:**

Destroy provided no pending action or litigation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.



**AGENCY:** Attorney General's Office. Civil Department. Tax and Financial Services Division

**SERIES:** 4166

**TITLE:** Tax Commission case files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected. Attorney's research and notes